

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 13-2004

OPENING DATE: 20 February 2004
CLOSING DATE: 08 March 2004

ANTICIPATED FILL DATE: 18 April 2004

POSITION TITLE AND NUMBER:
Aircraft Engine Mechanic Supervisor
PDCN: 50084000

UNIT/ACTIVITY AND DUTY LOCATION:
145th Maintenance Squadron
NCANG, Charlotte, NC

GRADE AND SALARY:
TECHNICIAN:
WS-8602-09 \$20.53 - \$24.00 per hour

EMPLOYMENT STATUS:
Excepted Service

AGR - Current on-board AGR members only
Pay and allowances commensurate with
military grade not to exceed CMSGT/E-9.

WHO CAN APPLY: The area of consideration for this position is FULL TIME SUPPORT PERSONNEL ONLY.
Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA'S. AGR: Must possess or be eligible for award of AFSC listed under "MILITARY ASSIGNMENT" on page 2 of this announcement.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Ability to plan and organize the work of the assigned organization.
2. Ability to meet deadlines.
3. Knowledge of aircraft engine repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse

side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

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MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the 145th Maintenance Squadron, NCANG, is mandatory. AFSC: 2A6X1.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans and schedules specific work assignments on a daily or project-by-project basis within specified time requirements. Arranges for adequate personnel, materials and equipment to accomplish the work. Assigns tasks to be performed. Explains prescribed methods and procedures; instructs subordinates on new procedures and provides assistance on problems. Reviews work in progress and on completion. Obtains approval from supervisor for changes in standard or prescribed procedures and changes in work operations. Suggests ways or methods to improve operations or reduce costs. Recommends individuals to fill vacancies or for promotion or reassignment. Assists in the establishment of performance standards and makes recommendations for performance appraisals. Counsels with employees on disciplinary issues and recommends disciplinary action. Attempts to resolve informal complaints and grievances, referring unresolved or more serious issues to supervisor. Conducts on-the-job training and recommends employees for formal training programs. Schedules leave and approves leave for short periods of time. Encourages employees to participate in suggestion or cost reduction programs. Ensures that regulations governing safety and housekeeping are observed. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor relations. Maintains production reports and records. Performs the non-supervisory functions of the organizational segment supervised. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.

An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.

A permanent change of station (PCS) will not be authorized for the individual selected for this

position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1,
AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1